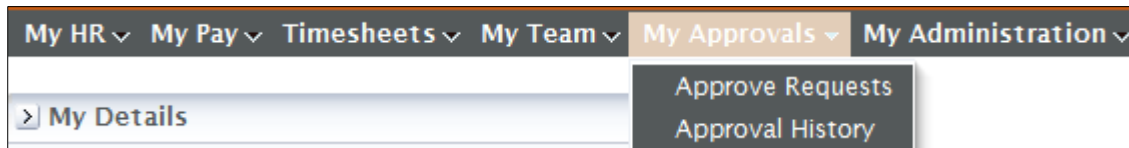


## My Approvals Overview



My HR ▾ My Pay ▾ Timesheets ▾ My Team ▾ My Approvals ▾ My Administration ▾

> My Details

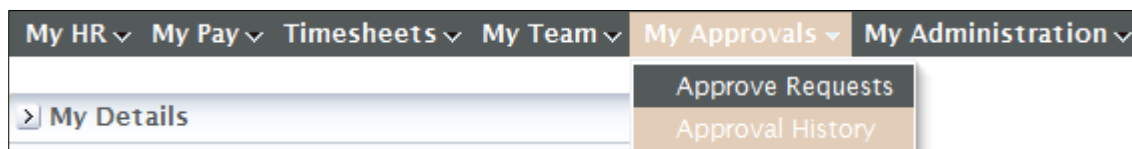
Approve Requests  
Approval History

- The My Approvals allows you to action pending leave requests and view approval history for your team members.

## Approve History

To access the My Team Details

- Login to StaffOnline
- Under the My Approvals
- Select Approval History

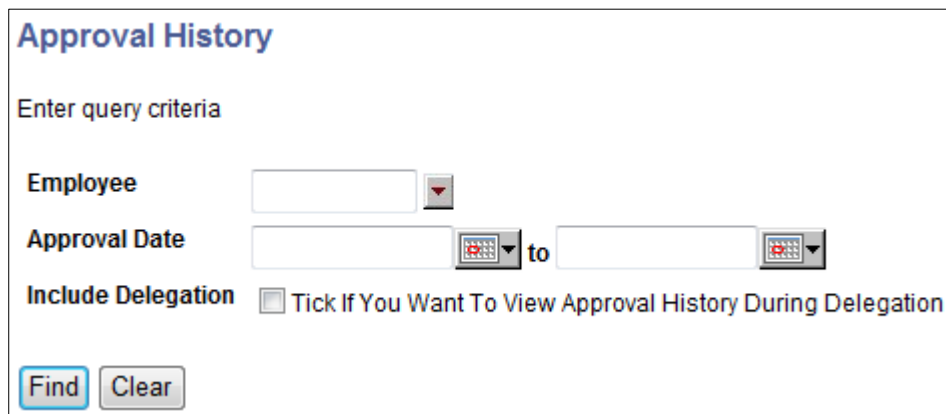


My HR ▾ My Pay ▾ Timesheets ▾ My Team ▾ My Approvals ▾ My Administration ▾

> My Details

Approve Requests  
Approval History

This will allow you to list your approval history for your team members.



**Approval History**

Enter query criteria

Employee

Approval Date  to

Include Delegation  Tick If You Want To View Approval History During Delegation

Find Clear

- You can query by:
  - Leaving the query criteria fields blank will display the full list of your approvals.
  - Employee will give a list of the team member's approvals.
  - Approval Date for a period. Use the dropdown calendar box to select dates for the period of enquiry

### Approval History

#### Part Day Leave Request

Record ID	Name	Leave Code	Leave Date	No. of Hrs	App. Level	Escalated to you By	Created Date	To Be Actioned By
<a href="#">232383</a>	Mr SD Individual	Annual Rec Leave	13-JAN-2015	2.5	1		08-JAN-2015	15-JAN-2015

#### Whole Day Leave Request

Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
<a href="#">232404</a>	Mr SD Individual	Paid Sick Leave	29-JAN-2015	29-JAN-2015	1		22-JAN-2015	05-FEB-2015
<a href="#">232380</a>	Mr SD Individual	Annual Rec Leave	19-JAN-2015	20-JAN-2015	1		08-JAN-2015	15-JAN-2015
<a href="#">232377</a>	Mr SD Individual	Annual Rec Leave	08-JAN-2015	09-JAN-2015	1		08-JAN-2015	15-JAN-2015
<a href="#">232362</a>	Mr SD Individual	Annual Rec Leave	16-DEC-2014	16-DEC-2014	1		15-DEC-2014	22-DEC-2014

#### Bulk T/S Entry

Record ID	Name	Period Start Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
<a href="#">232398</a>	Mr SD Individual	20-JAN-2015	1		21-JAN-2015	22-JAN-2015
<a href="#">232392</a>	Mr SD Individual	16-JAN-2015	1		16-JAN-2015	17-JAN-2015
<a href="#">232395</a>	Mr SD Individual	14-JAN-2015	1		16-JAN-2015	17-JAN-2015
<a href="#">232386</a>	Mr SD Individual	23-DEC-2014	1		12-JAN-2015	13-JAN-2015

- Select and click on 'Record ID' link to view details of the record.

### View Transaction

[Click here to return to Approval History list](#)

**Person Id** INDIVID1

**Name** Mr SD Individual

**Job Id** 01

**Position** 0000008098 Individual - StaffOnline Demonstration

**Leave Code** ARL - Annual Rec Leave

**Reason**

**Start Date** 13-Jan-2015

**End Date** 13-Jan-2015

**Hours** 2.5

**Medical Cert.**

**Other Doc.**

**Extended Leave**

**Comments**

**Supervisor Comments**

**Approval Status** Approved

**Approval Level** 1

**Actioned by** MANAGER1

**Escalation Start** 08-JAN-2015

**Escalation End** 15-JAN-2015

**Table Name** WEB\_LV\_BOOKINGS

**Description** Part Day Leave Request

**Record Id** 22777408

**Created Date** 08-JAN-2015

- The link 'Click here to return to Approval History list' will take you to the previous screen.